

*Application  
Guidelines  
Fiscal Years  
1993 and 1994*

# Fellowships Visual Arts 93/94

## Visual Artists Fellowships Application Calendar

Fellowship Area	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Fellowship Beginning Date
<b>FELLOWSHIP AREAS OFFERED IN 1993</b>			
Other Genres (including Conceptual, Visual Arts-Based Performance, Video, and new genres)	Jan. 15, 1993	Sept. 1993	Oct. 1993
Painting	Feb. 1, 1993	Sept. 1993	Oct. 1993
Works on Paper	March 15, 1993	Sept. 1993	Oct. 1993
<b>FELLOWSHIP AREAS OFFERED IN 1994</b>			
Photography	Jan. 25, 1994	Sept. 1994	Oct. 1994
Sculpture	Feb. 15, 1994	Sept. 1994	Oct. 1994
Crafts	March 15, 1994	Sept. 1994	Oct. 1994

**LATE APPLICATIONS WILL BE REJECTED. APPLICATIONS WITHOUT REQUIRED VISUAL DOCUMENTATION OF YOUR WORK WILL BE REJECTED.**

### IMPORTANT INFORMATION:

- Individuals may apply in only one of all the fellowship areas listed above under the 1993-94 deadlines.
- Applications need only be postmarked by the appropriate deadline - express mailing is not necessary.
- Each fellowship area is offered in a cycle which repeats every other year. Please pay attention to the calendar year in which your area is offered.
- The Visual Arts Program is unable to maintain a mailing list for individual artists. You must request a copy of the guidelines each time you wish to apply.
- Please do not seek information on the status of your application before the announcement date for your area noted above.
- If your address changes between the application deadline and the announcement date, send a standard change-of-address (U.S. Postal Service) card with your full application number to the Visual Arts Program.

**The Visual Artists Fellowships category has changed from previous years. Please read this booklet carefully. If you have questions, the Visual Arts Program can be reached at:**

Visual Arts Program/Fellowships, Room 729  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001  
202/682-5448

202/682-5496 Voice/T.T. (Text-Telephone, a telephone device for hearing impaired individuals)

---

## Preface

---

### Statement of Mission National Endowment for the Arts

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

---

### Preamble

Throughout the ages, humanity has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. The first record of our perception of the world around us was through art scratched on cave walls, carved in stone, or modeled in clay. Our need to make, experience, and comprehend art is as profound as the need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . . ."

### Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

### Implementation

**Who:** The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

(Continued on next page)

---

Statement of Mission  
National Endowment for the Arts,  
continued

**What:** Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Develop international interchange in an atmosphere which fosters mutual respect and affirmation.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of non-Federal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

**How:** The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

The Chairman's decision-making is guided by advisory peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, disability, age, or habitat.

Excerpted Authorizing  
Legislation

A portion of the Arts Endowment's authorizing legislation states--

"Sec. 954 (sec. 5) NATIONAL ENDOWMENT FOR THE ARTS

"(c) The Chairperson, with the advice of the National Council on the Arts, is authorized to establish and carry out a program of contracts with, or grants-in-aid or loans to, groups or, in appropriate cases, individuals of exceptional talent engaged in or concerned with the arts, for the purpose of enabling them to provide or support--

"(1) projects and productions which have substantial national or international artistic and cultural significance, giving emphasis to American creativity and cultural diversity and the maintenance and encouragement of professional excellence;

"(2) projects and productions, meeting professional standards or standards of authenticity or tradition, irrespective of origin, which are of significant merit and which, without such assistance, would otherwise be unavailable to our citizens for geographic or economic reasons;

(Continued on next page)



Excerpted Authorizing  
Legislation,  
continued

- "(3) projects and productions that will encourage and assist artists and enable them to achieve wider distribution of their works, to work in residence at an educational or cultural institution, or to achieve standards of professional excellence;
- "(4) projects and productions which have substantial artistic and cultural significance and that reach, or reflect the culture of, a minority, inner city, rural or tribal community;
- "(5) projects and productions that will encourage public knowledge, education, understanding, and appreciation of the arts;
- "(6) workshops that will encourage and develop the appreciation and enjoyment of the arts by our citizens;
- "(7) programs for the arts at the local level;
- "(8) projects that enhance managerial and organizational skills and capabilities;
- "(9) projects, productions, and workshops of the kinds described in paragraphs (1) through (8) through film, radio, video, and similar media, for the purpose of broadening public access to the arts; and
- "(10) other relevant projects, including surveys, research, planning, and publications relating to the purposes of this subsection."

## Endowment Information

Information about the Endowment and its programs is contained in the Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001  
202/682-5400  
202/682-5496 Voice/T. T. (Text-Telephone, a telephone device for hearing impaired individuals)

**Visually or learning impaired people** may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001  
202/682-5532  
202/682-5496 Voice/T. T. (Text-Telephone, a telephone device for hearing impaired individuals)

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

## Table of Contents

<b>Introduction</b>	5
What Happens to Your Application	6
<b>Visual Artists Fellowships</b>	7
Eligibility	7
We Do Not Fund	7
Review Criteria	7
Grant Amounts	7
Deadline Dates	8
Reporting Requirements	9
Taxability of Fellowships	9
How to Apply	10
Special Application Requirements	10
Painting, Sculpture, Photography, Crafts, and Works on Paper	11
Other Genres	12
<b>Other Programs of Interest</b>	14
<b>Application Forms</b>	19
Individual Grant Application Form NEA-2 (Rev.)	19
Visual Artists Fellowships Supplementary Information Sheet	21
Application Acknowledgment Card	Back Cover

## Introduction

The Visual Arts Program assists individuals of exceptional talent working in a wide range of styles and media. It also awards matching grants to visual artists organizations, state and local government units, educational institutions, and other nonprofit, tax-exempt groups.

**This booklet contains fiscal years 1993 and 1994 guidelines for individuals only.**

In addition to Visual Artists Fellowships offered at the national level (as described in this booklet), the Endowment has developed a program of regional fellowships which now covers 50 states, the District of Columbia and the U.S. Virgin Islands. Visual artists residing in those locations who have not received an Arts Endowment fellowship since 1983 (for painting, works on paper, other genres) or 1984 (for photography, sculpture, crafts) are eligible to apply for regional fellowships in fellowship areas other than those offered by the Endowment's national fellowships program during that same year. For more information, you may wish to contact the Visual Arts Program at the Arts Endowment or the appropriate regional arts organization listed below:

ARTS MIDWEST Hennepin Center for the Arts 528 Hennepin Avenue, Suite 310 Minneapolis, MN 55403 612/341-0755	IL, IN, IA MI, MN, ND OH, SD, WI
MID-AMERICA ARTS ALLIANCE 912 Baltimore Avenue, #700 Kansas City, MO 64105 816/421-1388	AR, KS, MO NE, OK, TX
MID ATLANTIC ARTS FOUNDATION 11 East Chase Street, Suite 2-A Baltimore, MD 21202 301/539-6659	DE, DC, MD NJ, NY, PA VA, VI, WV
NEW ENGLAND FOUNDATION FOR THE ARTS 678 Massachusetts Avenue, Suite 800 Cambridge, MA 02139 617/492-2914	CT, ME, MA NH, RI, VT
SOUTHERN ARTS FEDERATION 1293 Peachtree Street, N.E., Suite 500 Atlanta, GA 30309 404/874-7244	AL, FL, GA KY, LA, MS NC, SC, TN
WESTERN STATES ARTS FEDERATION 236 Montezuma Avenue Santa Fe, NM 87501 505/988-1166	AK, AZ, CA CO, HI, ID MT, NV, NM OR, UT WA, WY

The Arts Endowment also offers international exchange fellowships to a limited number of artists each year. For more information, see page 17.

The Visual Arts Program also offers support to organizations through its Visual Artists Organizations, Visual Artists Public Projects, and Special Projects categories.

(Continued on next page)

Introduction,  
continued

Brief descriptions of these categories can be found under "Other Programs of Interest" on page 14. Detailed information and application instructions are contained in a separate guideline booklet, "VISUAL ARTS/ORGANIZATIONS," available from the Visual Arts Program.

**The Visual Artists Fellowships category has changed from previous years. Please read this booklet carefully.** If you have questions, the Visual Arts Program can be reached at:

Visual Arts Program, Room 729  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001  
202/682-5448  
202/682-5496 Voice/T.T. (Text-Telephone, a telephone device for hearing impaired individuals)

---

### What Happens to Your Application

After being processed by the Visual Arts Program staff, applications go through a three-step process: 1) review by a Visual Arts Advisory Panel, 2) review of the advisory panel's recommendations by the National Council on the Arts, and 3) decision by the Chairman of the National Endowment for the Arts on those applications recommended for funding.

The Advisory Panel is a continually rotating committee composed of experts from the visual arts field and a knowledgeable layperson. The panel reviews applications in closed session, and then, in open session, provides guidance on general policy and procedures and on the program's guidelines for the following year. During application review, the panel discusses applications and supporting materials in light of the Review Criteria in the existing guidelines, and makes recommendations for funding.

The Panel's recommendations are forwarded to the National Council on the Arts, a 26-member presidentially-appointed body, for its review in open meeting, at which individual grant applications and supporting materials may be discussed. The National Council makes its recommendations to the Chairman of the Arts Endowment on applications it recommends for funding, and decides those to be rejected.

The Chairman of the National Endowment for the Arts then decides whether or not to fund applications recommended by the Council.

Only after this entire process is complete are applicants notified in writing of funding decisions. The notification dates are listed inside the front cover of this guideline booklet. Please do not seek information on the status of your application prior to this date.

Applicants may contact the Visual Arts Program staff for information concerning the review of their application after official notification has been received. If denied applicants choose to contact the Visual Arts Program, they must do so within 30 days of such notification. Applicants are also invited to attend meetings of the National Council on the Arts as well as the open sessions of Advisory Panel meetings.

When notified of receipt of a fellowship, applicants may request full or partial payment. Details will accompany the grant letter.

---



## Visual Artists Fellowships

Grants in this category encourage professional artists whose work demonstrates artistic merit to pursue and develop their art work. Visual artists fellowships are awarded in six areas as follows: painting; sculpture; photography; works on paper; crafts; and other genres (including visual arts-based performance, conceptual, video, and any other type of innovative visual art work or artistic experimentation created by visual artists).

---

### Eligibility

Visual Artists Fellowships are available to practicing professional artists of exceptional talent and demonstrated ability working in a wide variety of visual media: painting, sculpture, photography, crafts, printmaking, drawing, artists books, video, visual arts-based performance art, conceptual art, and new genres

Applicants must be United States citizens or permanent residents of the U.S. and, for former grantees, must meet the "Reporting Requirements" on page 9.

The fellowship areas are intended to be broadly inclusive of the media in which most visual artists work. The area definitions are not rigid and some overlap will occur (e.g., between "crafts" and "sculpture," or "painting" and "works on paper"). Each area has a separate review panel whose members have primary expertise in that area. Applicants should select the one fellowship area that most closely corresponds to the nature of their work.

---

### Additional Information

Over the past several years, the Arts Endowment has received more than 5,000 Visual Artists Fellowships applications a year. Fewer than five percent of these applications have been funded per year. Competition is intense. Individuals should be aware that work submitted is reviewed in a rigorous professional context. See also "We Do Not Fund" and "Review Criteria" below.

If you are a painter who uses paper as your support medium, you may want to consider applying in Works on Paper.

---

### We Do Not Fund

- Students pursuing graduate or undergraduate degrees.
- Non-professionals who engage in artwork as a hobby.
- Artists who received a fellowship of \$15,000 or greater from the Visual Arts Program in 1989/90 or 1991/92.

---

### Review Criteria

In reviewing applications, panelists first consider the following:

- The artistic merit of the applicant's work as demonstrated by visual documentation submitted. (This is the primary criterion.)

For those applicants who pass this review, panelists then consider:

- The record of professional activity and achievement as reflected on the application form and/or by accompanying materials submitted. This information enables panelists to place and understand the applicant's art work and statement in section 12 of the application form within the context of the applicant's individual career development.
- Whether, based on the two criteria cited above, the applicant's work reflects a serious continued investigation of important or significant aesthetic concerns and a potential for further artistic development during the proposed fellowship period.

---

### Grant Amounts

All fellowships will be awarded for the same amount; that amount will be not less than \$15,000 and not more than \$20,000, depending on the number of the fellowships recommended and the availability of funds.

(Continued on next page)

---

**Deadline Dates**

Please review carefully the calendar below. Individuals may apply only **once**, and in only **one fellowship area**, for **any** of the 1993-94 application deadlines listed below.

**Applicants should select the one fellowship area that most closely corresponds to the nature of their work.**

Each fellowship area is offered every other year. Please note the calendar year in which your fellowship area is offered. If you have questions, please call or write us. The Visual Arts Program can be reached at:

Visual Arts Program/Fellowships, Room 729  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001  
202/682-5448  
202/682-5496 Voice/T. T. (Text-Telephone, a telephone device for hearing impaired individuals)

All applications must be postmarked no later than the appropriate deadline indicated below. For additional information, see the Application Calendar inside the front cover of these guidelines. Late applications will be rejected. Applications determined by the Program and Panel to be incomplete will be rejected.

<b>Fellowship Area</b>	<b>Application Postmark Deadline</b>
<b>FELLOWSHIP AREAS OFFERED IN 1993</b>	
Other Genres (including Conceptual, Visual Arts-Based Performance, Video, and new genres)	January 15, 1993
Painting	February 1, 1993
Works on Paper	March 15, 1993
<b>FELLOWSHIP AREAS OFFERED IN 1994</b>	
Photography	January 25, 1994
Sculpture	February 15, 1994
Crafts	March 15, 1994

(Continued on next page)

---

**Reporting Requirements**

**Progress Reports:** A Progress Report could be required from any Endowment grant recipient. Grant award letters will clearly indicate if a grantee is required to submit a Progress Report. Recipients of grant award letters that exclude this requirement should presume that they do not have to submit Progress Reports. If, subsequent to the award, this determination changes, the grantee will be notified in writing.

**Final Report Requirements:** At the end of the grant period, the Arts Endowment requires acceptable Final Report packages from all grantees. These Final Reports normally consist of a brief narrative report on the impact of the fellowship on career development. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Former grantees who fail to submit required Final Report packages for any grant(s) are ineligible to receive subsequent funding for 5 years following the Final Reports due date of the grant(s) unless the delinquent Final Report packages are submitted earlier. Acceptability of Final Report packages may also affect eligibility. This policy begins with grants awarded in FY 1984 (i.e., any grant letters dated on or after October 1, 1983).

To maintain or reestablish eligibility, immediately mail any delinquent Final Reports to:

Grants Office/Final Reports Section, Room 204  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001

**Do not** include Final Reports as part of your new application package.

---

**Taxability of Fellowships**

The Internal Revenue Code provides that the full amount of a Fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

**How to Apply**

**An individual may submit only one application in this category for the 1993-1994 Fellowship cycle.** All applicants must indicate **only one fellowship area** on the application form and on the white cards on the back cover of these guidelines.

**FELLOWSHIP APPLICANTS MUST SEND THE FOLLOWING MATERIALS IN ONE PACKAGE TO:**

**INFORMATION MANAGEMENT DIVISION/VA, 8TH FLOOR  
VISUAL ARTISTS FELLOWSHIPS (AREA IN WHICH YOU ARE APPLYING)  
NATIONAL ENDOWMENT FOR THE ARTS  
NANCY HANKS CENTER  
1100 PENNSYLVANIA AVENUE, N.W.  
WASHINGTON, DC 20506-0001**

The Arts Endowment will not accept any application materials by electronic transmission (e.g., FAX). Please be sure to send the required number of application materials.

1. **Three copies** of the Individual Grant Application Form NEA-2 (Rev.) on pages 19-20 of these guidelines. One copy submitted must be the typed or clearly printed original; the other two should be clear photocopies. Be sure to complete each item on the form. Do not photocopy your signature; sign each copy. Be sure to keep an additional copy for your own records.

The fellowship period generally lasts for 1 year beginning no earlier than October 1 of the year in which you are applying. Indicate the desired fellowship period in Block 7 of the application form.

2. **Two copies** of the Visual Artists Fellowships Supplementary Information Sheet on page 21.
3. **One copy** of your resume.
4. Visual documentation and other materials as outlined in "Special Application Requirements" below.
5. The completed application acknowledgment and other cards which appear on the back cover of these guidelines. All three cards must be filled in with complete information.

---

**Special Application  
Requirements**

Your application package must include visual documentation of your work and other materials as outlined below for your fellowship area. Please read this section carefully.

**Applications without required visual documentation of your work will be rejected.**

Painting, sculpture, photography, crafts, and works on paper applicants must submit visual documentation as instructed below. **Other genres applicants only should submit visual documentation as instructed beginning on page 12.**



**Special Application  
Requirements for  
Painting, Sculpture,  
Photography, Crafts,  
and Works on Paper  
applicants**

(Other Genres applicants see  
page 12.)

In addition to all the materials listed in "How to Apply" above, painting, sculpture, photography, crafts, and works on paper applicants must send a set of 10 slides showing work relevant to their current artistic concerns.

NOTE: Artists books applicants may supplement the required 10 slides with no more than one sample of an actual book (maximum three copies), in either published or mock-up form. Do not send originals or one-of-a-kind books as the Arts Endowment cannot be responsible for handling original work. At the bottom of your slide script (Section I, Supplementary Information Sheet on page 21) please indicate the title and date of the book, whether it was produced in multiple or as one of a kind, and which slides (if any) document the book. You may also briefly describe the nature or content of the book in the "Statement" section. **Book artists may apply in any one of the fellowship areas and should select the area which most closely corresponds to the nature of their work.**

How to Submit Slides

All slides should be 35 mm size and must be in 2 inch by 2 inch mounts for Carousel projection. Slides must be placed in a 9 inch by 11 inch clear plastic slide file sheet for safe handling. You should retain your original slides and send duplicates with your application. **Do not submit glass mounted slides.**

As panel recommendation **is based primarily on slide review**, we urge you to pay special attention to:


- The selection of the slides -- make certain they are the best reflection of your work.
- The quality of the slides--make certain they are well-exposed, clean, and securely mounted.
- The organization of the slides--careful sequencing of the slides or the inclusion of installation views, when relevant, to help place the work in its proper context--may aid the panelists' understanding.











How Slides are Presented for Review

Slides will be projected in two groups of five slides, left to right: slides 1-5 simultaneously, followed by slides 6-10. During the rounds of review staff will provide panelists with slide information from the Supplementary Information Sheet for slides 3 and 8 (the middle slide in each bank). Information regarding other slides will be made available to the panel upon request. Close-up shots showing details of your work may be included in the 10 slides. To insure that your slides are projected in the order you prefer, label each slide as follows, and refer to the diagram below when arranging your slides in the slide file sheet:

Special Application  
Requirements for  
Painting, Sculpture,  
Photography, Crafts,  
and Works on Paper  
applicants, continued

NOTE: Crafts applicants' slides will be separated for review in the first two rounds by the media indicated on the control card (see inside back cover). Please check the medium which most closely identifies your work. If none of the first six choices broadly describes your work, check "other."

- "TOP" or . (The top of the work shown must be at the top of the slide when in the sleeve.)
- Name of artist. (Do not use initials; use same name as on application form.)
- Slide number (1-10 per sample below).

 1	 2	 3	 4	 5
 6	 7	 8	 9	 10

Do not use masking tape or other thick tape to label slides.

Visual documentation submitted by fellowship recipients will be retained by the Arts Endowment; every effort will be made to return all other applicants' visual documentation. However, the Endowment cannot be responsible for any damage or loss that may occur during handling or shipping.

We will package and mail material at our own expense. Please do not send self-addressed stamped envelopes with your application.

Applications without required visual documentation of your work will be rejected.

Special Application  
Requirements for Other  
Genres Applicants only

**Other genres applicants only** must submit **documentation of their work**, in whatever form is most appropriate: e.g., slides, tapes, accompanying text. You must prepare a presentation of organized documentation material for panel review. Panel recommendation is based primarily on this presentation. You are urged to pay special attention to its **clarity, brevity**, and ability to accurately illustrate the nature of your work. Historically the other genres area (formerly "New Genres") has supported a wide range of artistic activity; however, **the work submitted must be based primarily in the visual arts.**

Applicants **must** also submit **two copies** of the Visual Artists Fellowships Supplementary Information Sheet beginning on page 21. Applicants must complete Side B (page 22) and, if applicable, Side A, Section I. Section IV should briefly describe the work you have documented, referring specifically to your visual presentation and may also provide information about your work in general to provide a context for your work samples. The statement should also inventory your documentation materials, indicate when they occur in the presentation, and provide information on how to present them (see instructions below).

(Continued on next page)

### How to Submit Documentation

Materials submitted as documentation must be prepared according to the following instructions. While one form of documentation may streamline your presentation, a mix of materials is acceptable. **Total time of presentation for all materials may not exceed 10 minutes.** Documentation must be clearly described on the Supplementary Information Sheet.

- Slides should be 35 mm size and must be in 2 inch by 2 inch mounts for Carousel projection. Slides must be placed in a 9 inch by 11 inch clear plastic slide file sheet for safe handling. Each slide must be numbered and labeled with the artist's name. (Do not use initials; use the same name as on application form.) Do not use masking tape or other thick tape to label slides. You should retain your original slides and send duplicates with your application. **Do not submit glass mounted slides.** Arrange the slides in the sequence you prefer for your presentation. Each slide must be listed on the Supplementary Information Sheet in numbered order. (Where appropriate, you may indicate "slides 1-5," for example, to designate a group of slides showing different views of one work or an excerpt from a non-static work.) The works to which the slides refer must be described in Section IV of the Supplementary Information Sheet ("Description of Work").
- Tapes must be labeled with the artist's name, address, and "FY 93 Visual Arts Program" on both the container and the tape. Videotapes must be 3/4 inch or VHS cassette size. Audio tapes should be standard audio cassette size. Send copy tapes only. Cue tape to starting point of the segment that you want reviewed. It is the panel's discretion whether to view the entire segment. If more than one segment is to be reviewed, clearly indicate content of all segments, where they are on the tape, and cue the tape to the first segment. All work documented by tapes must be described in Section IV of the Supplementary Information Sheet ("Description of Work"). Please note that if a tape is submitted as documentation, the entire tape and not just the selected segments is considered part of the application package and may be used in addition to the selected segments for review.
- Accompanying text and other forms of documentation should be individually labeled with the artist's name, address, and "FY 93 Visual Arts Program." They may be no larger than 11 inch by 14 inch size. The work documented must be described in Section IV of the Supplementary Information Sheet ("Description of Work").

Tapes, texts, and other forms of documentation (except slides) must be listed in Section III of the Supplementary Information Sheet ("Non-Slide Sample Work").

**NOTE: When applying as an individual with documentation of work done collaboratively, clearly indicate your role in the collaboration.**

Visual documentation submitted by fellowship recipients will be retained by the Arts Endowment; every effort will be made to return all other applicants' visual documentation. However, the Endowment cannot be responsible for any damage or loss that may occur during handling or shipping.

We will package and mail material at our own expense. Please do not send self-addressed stamped envelopes with your application. Applications without required visual documentation of your work will be rejected. Should you have any questions please call the Visual Arts Program/Fellowships at 202/682-5448.



## Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment's Public Information Office. Those programs which may be of particular interest to individuals involved in the visual arts field are described briefly below. For further information, call the number provided or write:

(Appropriate Program Name)

National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001

---

### Visual Arts/Grants to Organizations

The Visual Arts Program provides support to organizations that serve visual artists through the categories outlined below. (202/682-5448)

The Visual Artists Organizations category supports organizations which encourage individual artistic development, experimentation, and dialogue between visual artists and the public. The Visual Artists Organizations category's primary purpose is to serve visual artists and assure them an integral role in policy development and programming. Priority will be given to organizations that provide professional fees to artists and whose programs are of national or regional significance. Support is available for a variety of programs, including exhibitions, access to working facilities, and services.

The Visual Artists Public Projects category supports projects of national or regional significance which offer opportunities for visual artists to create and present new work in a context that stimulates public discussion about, or enhances public appreciation of, contemporary art. Funding is available for projects which present visual artists with new challenges to create artwork for public places and new opportunities for audiences to understand issues in contemporary art. Priority will be given to projects in which visual artists have an integral role in all stages of the project, provide professional fees to participating artists, and include public activities that stimulate discourse about contemporary art.

The Special Projects category is designed to respond to projects that will have a broad impact on the visual arts field, have the potential to be models or present new approaches for addressing artists' needs, and are not eligible under the other categories described above. Only a very limited number of projects of national or regional significance will be supported.

---

### Arts In Education

The Arts in Education Program provides grants to state arts agencies to make the arts a basic part of education in pre-K-12 and to provide substantial arts education experiences for pre-K-12 students.

In addition, the Program develops and supports a variety of leadership initiatives; these may cover areas such as arts education research, dissemination, or model project development. Solicitation of proposals for specific initiatives is dependent on Program priorities and available funds. For information, please contact the Endowment's Arts in Education Program (202/682-5426).

---

### Dance

The Dance Program offers assistance to individuals and nonprofit organizations involved in dance. Individual choreographers are assisted through direct fellowships and through grants to professional dance companies and dance presenters. (202/682-5435)

(Continued on next page)

---



<b>Design Arts</b>	The Design Arts Program supports a variety of projects in architecture, landscape architecture, urban design and planning, historic preservation, interior design, industrial and product design, and graphic design. The Program offers grants to organizations and individual fellowships. (202/682-5437)
<b>Expansion Arts</b>	The Expansion Arts Program supports professionally directed arts organizations of high artistic quality which are deeply rooted in and reflective of culturally diverse, inner city, rural, or tribal communities. (202/682-5443)
<b>Folk Arts</b>	The Folk Arts Program supports the presentation and documentation of traditional arts and artists. (202/682-5449)
<b>Literature</b>	The Literature Program offers fellowships to published creative writers (including translators). It also supports literary publications and residencies for published writers. (202/682-5451)
<b>Media Arts: Film/Radio/Television</b>	The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)
<b>Museum</b>	The Museum Program offers assistance for a variety of museum projects primarily of artistic significance. Special exhibitions, catalogues, conservation, education, and other outreach projects are among the activities assisted. (202/682-5442)
<b>Music</b>	The Composers category of the Music Program offers fellowships to composers and creative artists, including visual artists, working with composers. Grants are also available to jazz artists and to music performing, presenting, professional training organizations. (202/682-5445)
<b>Opera-Musical Theater</b>	The New American Works/Individuals as Producers category of the Opera-Musical Theater Program supports independent producers and artist-producers. The Program also supports professional opera-musical theater companies for their seasons and to commission and produce New American works. (202/682-5447)
<b>Presenting and Commissioning</b>	The Presenting Organizations category of the Presenting and Commissioning (formerly Inter-Arts) Program assists projects designed to improve the ability of professional presenting organizations to present diverse, high quality, performing arts programming in their communities. Grants for commissioning and touring are also available. The Presenting and Commissioning Program also assists interdisciplinary projects (projects involving the creation and production of interdisciplinary or collaborative work that explores the boundaries between arts disciplines, traditions, and/or cultures) and artists' communities. (202/682-5444)
<b>Theater</b>	The Theater Program assists professional theater companies and professional theater training and offers fellowships to playwrights, solo theater artists, directors, and designers. (202/682-5425)

(Continued on next page)

---

**Office for Special Constituencies**

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the office (202/682-5531 or 202/682-5496 Voice/T.T.) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, DC 20402, for \$5.00 each (specify stock number 036-000-00047-3).

---

**Arts Administration Fellows**

The Fellows Program is open to individuals with a professional background in arts management, leadership, or policy fields as a result of their experience in artistic, educational, philanthropic, cultural, or public sector organizations. The 11-week fellowships available for placement in various offices of the National Endowment for the Arts in Washington, DC permit participants to work as members of the Agency staff on special projects, assist with daily activities, attend seminars, and meet with leaders of the arts community from both the public and private sectors. The fellowship will help participants to become acquainted with Arts Endowment policies and operations and to develop an understanding of a wide range of activities involving the arts throughout the country. Previous fellows have come from all over the country and have included arts educators, curators, graduate students, writers, poets, historians, presenters, advocates, lawyers, filmmakers, and state and local arts administrators. (202/682-5786)

---

**International**


---

**International Projects**

The Endowment is interested in encouraging pilot international exchange projects that:

- assure that the excellence, diversity, and vitality of the arts in the U.S. are represented in appropriate venues around the world;
- help a wide range of American artists and arts institutions maintain access to important international cultural activities;
- expose greater numbers of Americans to the international influences within American culture; and
- promote the formation of partnerships between diverse American and foreign arts institutions.

**U.S. Information Agency Arts America Program**

In response to requests from U.S. embassies overseas, Arts America develops touring programs which involve a limited number of highly recommended U.S. performing artists. In addition, the USIA may be able to provide some facilitative assistance for companies and individuals who have arranged tours abroad. Send your confirmed overseas touring schedules directly to:

Arts America Program  
U.S. Information Agency  
301 4th Street, S.W.  
Washington, DC 20547

International,  
continued

### **Fund for U.S. Artists at International Festivals and Exhibitions**

The Rockefeller Foundation, The Pew Charitable Trusts, the United States Information Agency and the Arts Endowment jointly sponsor this fund to support performing artists invited to international festivals abroad and to fund U.S. representation at major international exhibitions of visual art. Individual artists and performing arts groups who have been invited to international festivals and who need additional support to make their performances possible should contact Arts International (212/984-5370) or the Endowment's International Program (202/682-5422) for further information.

### **International Exchange Fellowships**

Five fellowships for work and study in Japan are awarded each year to U.S. artists in various disciplines. Outstanding practicing artists for whom the opportunity to live and work in Japan for six months would help enrich their art must apply through the appropriate discipline program. There are no requirements for teaching, public demonstrations or artistic creation while in Japan.

Ten two-month residencies in Mexico are awarded each year to U.S. artists in various disciplines. This program requires selected artists to participate in activities such as masterclasses, workshops, and lecture/demonstrations.

Several fellowships for work and study in France are awarded each year to U.S. artists in various disciplines. Fellowships are awarded to outstanding professionals for residencies of two to six months in France.

The Visual Arts Program fellowship advisory panels will recommend a limited number of artists in each fellowship area for consideration for an International Exchange Fellowship. Recommendations for an International Exchange Fellowship will not affect your application for a Visual Artists Fellowship.

Applicants interested in the France fellowship should complete the regular Visual Artists Fellowships application form on pages 19-20 and add the phrase "US/France" to the top of the form. This must be submitted by the appropriate deadline for your area of work which is listed on the inside front cover.

Applicants for Visual Artists Fellowships who are interested in the Japan or Mexico fellowships must contact the International Program (202/682-5422) for instructions on how to apply.

The Visual Arts Program is continuously seeking to expand international exchange opportunities for visual artists. Please call the Program for updated information on possible programs in addition to those cited above. (202/682-5448)

---

**Set-Aside Funds**

As part of the set-aside of funds instituted by the Endowment's authorizing legislation, grants are available to state arts agencies and regional consortia of state arts agencies for projects that raise the artistic capabilities of developing arts organizations or stimulate artistic activity and awareness and broaden public access to the arts in rural and inner city areas and other areas that are underserved artistically. Grant categories that address these objectives and utilize these funds are in the following Arts Endowment Programs:

- State and Regional (Arts in Underserved Communities),
- Local Arts Agencies (Support to Local Arts Agencies Serving Underserved Areas and Communities,
- Expansion Arts (Rural Arts Initiative),
- Folk Arts (grants for projects in the folk arts, state folk arts coordinators, and state apprenticeship programs), and
- Presenting and Commissioning (consolidated support for regional organizations' performing arts presenting programs and services).

For additional information, please contact the appropriate Arts Endowment Program or your state or regional arts agency.

---

**Reporting Burden**

Public reporting burden for this collection of information is estimated to average 1.5 hour(s) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Program Coordination Office, Room 628, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506-0001; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0067), Washington, DC 20503.

---



# Visual Artists Fellowships

## Individual Grant Application Form NEA-2 (Rev.)

Three copies of this form must be mailed with other required materials, under one cover, to: Information Management Division/Visual Artists Fellowships (Area in which you are applying), 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Ave., N.W., Washington, DC 20506-0001

<b>1. Name</b> (last, first, middle initial) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		<b>4. Fellowship area in which you are applying:</b> (Check one only)		
<b>2. Mailing Address</b>   		<input type="checkbox"/> Photography <input type="checkbox"/> Painting <input type="checkbox"/> Sculpture <input type="checkbox"/> Works on Paper <input type="checkbox"/> Crafts <input type="checkbox"/> Other Genres		
<b>3. Phone:</b> (home) (work)				
<b>5. U.S. citizenship</b> <input type="checkbox"/> Yes (Social Security Number: _____) <input type="checkbox"/> No (Visa Number: _____)		<b>6.</b> _____ Birth date _____ Place of birth		<b>7. Period of support requested:</b> Starting _____ month day year Ending _____ month day year
<b>8. Earliest Significant Exhibition/Commission/Performance (List one)</b>				
Name of institution	Title of Exhibition	Year	Medium	Group or Solo
<b>9. Recent Significant Exhibitions/Commissions/Performances (List three)</b>				
Name of institution	Title of Exhibition	Year	Medium	Group or Solo
<b>10. Fellowships, grants or awards</b>				
Name of award	Medium	Year	Amount	
<b>11. Education</b>				
Name of institution	Major area of study	Inclusive dates	Degree	
<b>12. In light of the information you have provided above and as part of your application package, please describe how you see your work being advanced by this fellowship (may include creation of new work, continuation of work in progress, acquisition of supplies and materials, research, travel, etcetera). Do not continue on additional pages.</b>         				
<b>13. Present employment</b> Employer		Position/Occupation		
<b>YOU MUST ALSO ENCLOSE ONE COPY OF YOUR RESUME WITH YOUR APPLICATION PACKAGE. PROVIDE THE INFORMATION REQUESTED ABOVE EVEN IF THE SAME INFORMATION APPEARS ON THE RESUME.</b>				

<p><b>14. Final Reports</b></p> <p>Have you submitted required Final Report packages on all completed grants from <u>any</u> Arts Endowment Program since (and including) Fiscal Year 1984? (Does not apply to state or regional fellowship programs.)</p> <p>YES _____ NO _____ N/A _____</p> <p>If no, and you have received Arts Endowment funding in the past, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do <u>not</u> include with your application package.</p>	<p><b>15. Delinquent Debt</b></p> <p>Are you delinquent on repayment of any Federal debt (e.g. student loans, delinquent taxes)?</p> <p>YES _____ NO _____</p> <p>If yes, provide explanatory information on a separate sheet.</p>	<p><b>16. Certification</b></p> <p>I certify that the foregoing statements are true to the best of my knowledge. I also certify that, in compliance with the Drug-Free Workplace Act of 1988, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.</p> <p>If I am convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to the grants officer or other designee, and shall include the grant number(s) of each affected grant.</p> <p style="text-align: right;">X</p>	<p>Signature of applicant _____</p> <p>Date _____</p>	<p><b>BEFORE SEALING YOUR APPLICATION PACKAGE, TAKE TIME TO BE SURE YOU HAVE INCLUDED:</b></p> <p><input type="checkbox"/> The signed original and two signed copies of this application form.</p> <p><input type="checkbox"/> Two copies of the Visual Artists Fellowships Supplementary Information Sheet on pages 21-22.</p> <p><input type="checkbox"/> One copy of your resume.</p> <p><input type="checkbox"/> Visual documentation--properly labeled--and other supplementary material as outlined in "Special Application Requirements" on pages 10-13.</p> <p><input type="checkbox"/> Three completed cards which appear on the back cover of these guidelines.</p>	<p><b>Privacy Act</b></p> <p>The Privacy Act of 1974 requires us to furnish you with the following information:</p> <p>The National Endowment for the Arts is authorized to solicit the information in this application by 20 U.S.C. section 954 et seq. (the National Foundation on the Arts and the Humanities Act of 1965, as amended). The information contained in the application (including all ancillary materials, such as work samples, submitted with the application) is used in the grant review process. All application materials may be subject to review by the National Council on the Arts in open meeting. The information in your application also may be used for statistical research, analysis of trends, and for Congressional oversight purposes. This information may also be provided to the public upon request after the conclusion of the Endowment's deliberative process, subject to certain exemptions contained in the Freedom of Information Act and, in the case of individuals, the Privacy Act (5 U.S.C. sections 552 and 552a, respectively). By submitting a signed application, you are acceding to the conditions described herein. Failure to provide all requested information may result in the rejection of your application.</p>
--	--	---	---	---	--

## Side A

Applicant Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**Fellowship Area (check one):**

1993:

1994:

☐ Painting☐ Photography☐ Works on Paper☐ Sculpture☐ Crafts

**Other Genres** applicants see reverse - Side B

**All applicants submitting slides as visual documentation of their work must submit two copies of this form with Section I completed.** Other Genres applicants must complete Section I if slides are part of their documentation package, and they must complete Side B.

### I. SLIDE LIST (all applicants)

<u>Slide Number</u>	<u>Medium of work</u> <u>(e.g., oil on canvas)</u>	<u>Sizes in inches</u> <u>or feet</u> <u>(height x width x depth)</u>	<u>Date of Work</u>	<u>Title of Work</u> <u>(if applicable)</u>
---------------------	---	---	---------------------	--

**II. STATEMENT ABOUT YOUR WORK** documented in the slides listed above; (All applicants, except Other Genres applicants, must complete this section.)

**Other Genres** applicants only see page 22.

**Visual Artists Fellowships Supplementary Information Sheet****Side B**

(Other Genres applicants only)

Applicant Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**Fellowship Area: OTHER GENRES (1993 only)**

All Other Genres applicants must complete Section III if documentation of work is in a form other than slides. Do not complete Section III if you have documented your work only with slides (see Section I on Side A). Complete both Sections I and III if your documentation includes slides and videotapes, audiotape, text or other material. All Other Genres applicants must complete Section IV. Provide two copies of this form.

**III. NON-SLIDE SAMPLE WORK** (See page 12 for more information on submitting sample work.)
**Work Sample A**    ☐ Videotape    ☐ Audiotape    ☐ Text    ☐ Other \_\_\_\_\_

Title of Work Sample \_\_\_\_\_

Date Work Completed \_\_\_\_\_ Total Running Time (if applicable) \_\_\_\_\_ Length of Excerpt \_\_\_\_\_

Your role in creation/presentation of this work:

Special instructions for presenting this work sample:

**Work Sample B**    ☐ Videotape    ☐ Audiotape    ☐ Text    ☐ Other \_\_\_\_\_

Title of Work Sample \_\_\_\_\_

Date Work Completed \_\_\_\_\_ Total Running Time (if applicable) \_\_\_\_\_ Length of Excerpt \_\_\_\_\_

Your role in creation/presentation of this work:

Special instructions for presenting this work sample:

**IV. DESCRIPTION OF WORK** (All OTHER GENRES applicants must complete this section; see page 12 for more information. OTHER GENRES applicants should not complete Section II on Side A)







Visual Arts, Room 729  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001

Postage and  
Fees Paid  
National Endowment  
for the Arts  
NEA-635



Official Business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cut here

### Visual Artists Fellowships

Please check the medium in which you work. (Check only one.)

_____ painting	works on paper	crafts	other genres
_____ sculpture	_____ printmaking	_____ clay	_____ video
_____ photography	_____ drawing	_____ fiber	_____ performance
	_____ artists books	_____ glass	_____ conceptual
	_____ other _____	_____ metal	_____ other _____
	(specify)	_____ paper	(specify)
		_____ wood	
		_____ other _____	
		(specify)	

cut here

### Visual Artists Fellowships

Please check the medium in which you work. (Check only one.)

_____ painting	works on paper	crafts	other genres
_____ sculpture	_____ printmaking	_____ clay	_____ video
_____ photography	_____ drawing	_____ fiber	_____ performance
	_____ artists books	_____ glass	_____ conceptual
	_____ other _____	_____ metal	_____ other _____
	(specify)	_____ paper	(specify)
		_____ wood	
		_____ other _____	
		(specify)	

Visual Arts, Room 729  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001  
Official Business

**FY 93/94 Visual Artists Fellowships**

**Application Acknowledgment Card**

All fellowship applicants must complete and return in their application package all three cards on this cover.

Please self-address the reverse side of this card before enclosing it in your application package. This card will be returned to you to acknowledge receipt of your application by the Visual Arts Program.

Endowment Use Only

Application Number--\_\_\_\_\_ Date \_\_\_\_\_  
Keep this number in your files. Always include it on any correspondence with the Visual Arts Program.

cut here

**Fellowship applicants should complete BOTH SIDES of this card and the one below.**

**FY 93/94 Visual Artists Fellowships**

**Control Card**

(Notification will be sent to this address)

Mr. ☐

\*Name Ms. ☐

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

\_\_\_\_\_ Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

Phone (home) \_\_\_\_\_

(work) \_\_\_\_\_

Fellowship area (check one)

- ☐ Other Genres  
☐ Painting  
☐ Works on Paper

- ☐ Photography  
☐ Sculpture  
☐ Crafts

\*Name must be the same as on application form NEA-2 (Rev.)

cut here

**FY 93/94 Visual Artists Fellowships**

**Control Card**

(Notification will be sent to this address)

Mr. ☐

\*Name Ms. ☐

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

\_\_\_\_\_ Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

Phone (home) \_\_\_\_\_

(work) \_\_\_\_\_

Fellowship area (check one)

- ☐ Other Genres  
☐ Painting  
☐ Works on Paper

- ☐ Photography  
☐ Sculpture  
☐ Crafts

\*Name must be the same as on application form NEA-2 (Rev.)

Postage and Fees Paid  
National Endowment for the Arts  
NEA-636

